

## REMOVING SUPPRESS DDP ADVICE PRINT CHECKMARK



If an employee requests a printed DDP Advice vs. viewing or printing it online themselves, use the following navigation to remove the Suppress DDP Advice Print checkmark: Home>Payroll for North America>Employee Pay Data USA>Request Direct Deposit.

On the following screen enter the empl id or employee's name and click on 'Search'.

**Request Direct Deposit**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpID: begins with

Name: begins with

Last Name: begins with


Second Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Company: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

On the following screen click on the top '+' box to add an effective dated row. Effective date the row the first of the month, then uncheck the 'Suppress DDP Advice Print' box, and click on 'Save'.

**Direct Deposit**

Person ID:

**Deposit Information** Find | View All First 1 of 1 Last

'Effective Date: 01/03/2006 'Status: Active ☒ Suppress DDP Advice Print

**Distribution Information** Find | View All First 1 of 1 Last

'Account Type: Checking

'Deposit Type: Balance

% Net Pay/\$ Amount:

Bank ID:

Account#:

Priority: 1

☒ Prenotification Required

Prenote Date:

Prenotification Status: Completed

This data was last updated by System Data last updated on 01/23/2006